



ENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAGD

6 May 2005

MEMORANDUM FOR G4 USAREUR PERSONNEL

SUBJECT: Sponsorship Policy

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program, 3 April 2002.
- b. Army in Europe Command Policy 13, Sponsorship and In Processing, 30 May 2003.
- c. Army in Europe Regulation 600-8-8, Military and Civilian Sponsorship, 18 January 2001.
- d. Sponsorship Gateway to Europe at <https://www.sponsor-training.hqusareur.army.mil>

2. General: This directive supplements above guidance and outlines areas of interest to meet the intent of the sponsorship policy. Effective sponsorship is a key ingredient in teambuilding and in taking care of our most important assets---our people. Implementation of a sound sponsorship policy within USAREUR varies from unit to unit; the following outlines what I consider to be our essential responsibilities in sponsorship. This memorandum applies to all USAREUR G4 personnel.

3. Policy: All assigned newcomers to G4 will be sponsored. Sponsors should possess the same grade as the newcomer. The sponsor's golden rule is to treat the newcomer as he/she would want to be treated.

4. Responsibilities:

- a. The Executive Officer (XO) and SGM are responsible to:

(1) ensure implementation of the sponsorship program IAW the above references and this memorandum.

(2) ensure that all personnel assigned as sponsors receive the appropriate orientation and review the requirement set forth in reference 1d. above.

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(3) G4 Secretary will prepare a *Star Note* to be signed by the G4 for officers with the rank of Colonel (O-6) and for civilians holding an equivalent grade.

(4) The Program Development Division (PPD) will keep the front office and the Sergeant Major (SGM) informed of all inbound civilians. This information should include: name, grade, date of arrival, assigned division, and sponsor's name.

b. Each Division Chief will be responsible to:

(1) draft a welcome letter on behalf of the G4 for officers holding the rank of Lieutenant Colonel (O-5) and below, as well as for civilians with an equivalent grade

(2) ensure sponsors are appointed, in writing, within ten (10) calendar days after receiving notification of the pending arrival. See Enclosure A.

(3) ensure each sponsor sends a letter to newcomers within five (5) days of appointment. See Enclosures C and D.

(4) draft the appointment memorandums for civilian sponsors. See Enclosure E.

(5) military must attend sponsorship training provided by ACS or go to this website to take the training at <https://www.sponsor-training.hqusareur.army.mil>

(6) civilian must attend sponsorship training provided by ACS or go to this website to take the training at <http://www.per.hqusareur.army.mil>

(7) pick up welcome packets from Army Community Service (ACS) located in bldg. 3850, Second Floor, Heidelberg Shopping Center.

(8) ensure the appointed sponsors have at least sixty (60) days of duty remaining in the G4 from the date the newcomers arrive.

(9) ensure sponsors are provided the time and resources if required to perform these official duties.

(10) conduct initial performance counseling for newcomers within thirty (30) days of assignment, and to initiate the appropriate Officer Evaluation Report (OER), Non-Commissioned Officer Evaluation Report (NCOER), or Civilian Appraisal support forms or counseling records IAW The Army in Europe Command Policy Letter 21, Counseling, Coaching, and Mentoring, dated 4 May 2003.

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(11) authorize mileage reimbursement for sponsors who use their Privately Owned Vehicles (POVs) to perform official sponsorship duties. Reimbursement will be obtained by completing Standard Form 1164.

c. Out –Sponsorship

(1) Departing individuals will be offered sponsorship assistance during out-processing. This is particularly important to personnel who are departing due to an emergency Permanent Change of Station (PCS) for medical reasons, administrative separations, or retirement. Division

Note: Chiefs must always assume that even individuals, who have been at their current duty station for some time, will need help when they PCS.

(2) Departing individuals will out-process as much as possible on their own. Assistance from the sponsor normally consists of providing local transportation after the Soldier/civilian has shipped his/her POV.

(3) Out-processing assistance will not include personal activities that should be completed by the departing Soldier (for example: cleaning quarters, providing child care, or turn-in vehicle). Emergency PCS and other similar circumstances may require special assistance that is normally not provided. When out-processing involves cases where a sponsor or responsible family member is not available, a power of attorney or summary court-martial officer's assistance may be required.

c. **Sponsor duties include, but are not limited to:**

- (1) executing sponsorship duties IAW Enclosure B.
- (2) ensuring thatthat newcomers feel welcomed!
- (3) providing proactive assistance to newcomers and their families.
- (4) paving the way for a smooth transition between the losing and gaining installations.
- (5) assessing the needs of the newcomers and their family members.
- (6) tailoring the service and being attentive to the newcomer's needs.
- (7) taking the responsibility seriously and doing the job right the first time.
- (8) use of a Non-Tactical Vehicle (NTV) for official use during in- and out-processing when scheduled DOD transportation (i.e., military shuttle bus) or public transportation do not meet immediate sponsorship needs. Use of NTVs for personal use and for domicile-to-duty transportation is prohibited.

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(9) introducing the newcomer to the immediate chain of command and coworkers.

(10) providing walk-around orientation of facilities and introduction to appropriate people.

(11) accompanying newcomers to Administrative Support Branch (ASB) for initial G4 in-processing. See Enclosure H.

(12) providing access to relevant HHC and G4 Policy Letters located at the following Web site: <http://www.dcsG4.hqusareur.army.mil/asb.htm>

(13) ensuring that newcomers are scheduled to attend the HQ USAREUR Action Officer Orientation Course shortly after their arrival.

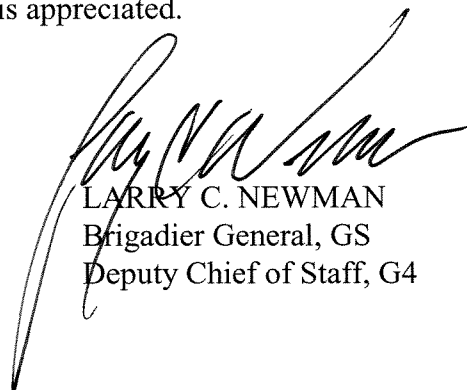
(14) providing information on the USAREUR Vision, Mission, and Goals.

(15) ensuring that military sponsorship surveys are taken by newcomers after completing in-processing. The Executive Officer (XO) and SGM will review surveys to determine deficiencies, problems with procedures and policies, or personnel. Report discrepancies requiring resolution or suggestions for improvement through the USAREUR HHC First Sergeant (1SG) for review by the Commander. See Enclosure G.

(16) checking that civilian newcomers complete the civilian sponsorship survey after in-processing posted at: <https://www.civilian-sponsorship-survey.hqusareur.army.mil/> .
An example of the survey is at Enclosure I.

5. Newcomers and their families will be properly welcomed into the G4 and the USAREUR Army family.

6. Your support is expected; your enthusiasm is appreciated.



LARRY C. NEWMAN
Brigadier General, GS
Deputy Chief of Staff, G4

AEAGD-XA
OFFICE OF THE DEPUTY CHIEF OF STAFF, G4

MEMORANDUM FOR RANK/NAME/SECTION

SUBJECT: Sponsorship Notification

1. Your Division is appointed sponsorship of _____, who is scheduled to arrive during the month of _____ 2005. Enclosed is your copy of the USAREUR G4 Sponsorship Policy; it includes a sample of the G4's Welcome Letter that may assist you in developing your letter for _____.
2. As a sponsor, one of your responsibilities is to ensure that _____ is processed in accordance with the USAREUR G4 Sponsorship Policy.
3. Please provide the name and phone number of assigned sponsor to the Administrative Support Branch(ASB) NLT _____.
4. If you have any questions concerning your role as a sponsor, contact the ASB at 370-6087/7125.

Encl
as

ROSEMARIE T. CARABALLO
SGM, USA
Deputy Chief of Staff, G4 SGM

CF:
ADCS
Division Chiefs
SGM
ASB

*****SAMPLE NOTIFICATION OF SPONSORSHIP MEMORANDUM*****

ENCL A

SPONSOR'S CHECKLIST

The needs of each newcomer will be different, so you must find out what those needs are and then respond to them. It is not good enough to simply say: "let me know what you need." Good sponsorship is being proactive! At a minimum, you should accomplish the items in this checklist:

DUTIES BEFORE ARRIVAL

_____ Send a personal letter of welcome to the newcomer that includes a pre-arrival packet from Army Community Service (ACS) within (five) 5 working days of receiving appointment orders.

_____ Inform newcomer of different power sources (transformer requirements. This will help the newcomer decide what electrical items might need to be stored.

_____ Initiate telephone and e-mail contact within 72 hours of being notified.

_____ Get emergency contact numbers of family members back in CONUS who can be reached in case of an emergency.

_____ If there are family members, ask your spouse and children to write the new member's spouse and children.

_____ Obtain date, time, place of arrival, departure place, flight number, and make sure the newcomer has your phone numbers, as well as the number to the USAREUR G4 Watch Officer (011-49-6221-insert here). Obtain a mailbox for the newcomer number (you will need copy of his/her orders) and provide the address with box number to the newcomer.

_____ Confirm how much luggage the newcomer (and family) are bringing for transportation planning. Gather additional information to assess lodging requirements, as required (pets?, number of family members and ages, etc.).

_____ Civilian employees are authorized to ride the military S-bus on a space-available basis.

_____ Civilians are required to complete and return to CPAC a DA Form 5434 after receiving official travel orders for PCS. DA Form 5434 is available at the Civilian Human Resource Management Agency (CHRMA) website at <http://www.chrma.hqusareur.army.mil>.

_____ Inquire about plans for their privately owned vehicle. Assist in getting information about purchasing a vehicle, if requested by newcomers.

_____ Assist with the telephone information (how to call Germany from US, call back services, calling cards).

_____ All newcomers who wish to obtain a USAREUR drivers license must have a valid state side drivers license. Please check this website link for driving requirements. AE Pamphlet, 190-34, Drivers Handbook and Examination Manual for Germany

_____ Sponsors of civilian personnel will notify the chain of command and the Civilian Personnel Advisory Center (CPAC) of any change in status regarding the newcomer.

DUTIES ON ARRIVAL

_____ Establish a method of recognition if you're meeting them at the airport or other crowded location.

_____ Meet senior military/civilian personnel (Colonel, GS-15, Chief Warrant Officers 4, and above; and Sergeants Major) and their families at the Frankfurt International Airport. Immediately take newcomers to in-process through the 64th Replacement Company at Building #368, Rhein Main Air Base.

_____ Other inbound military/civilian personnel and their families will be met at a designated place in the new community (generally at the Central Processing Facility (CPF), located in Building 3850, Heidelberg Shopping Center.

_____ Civilian newcomers will in-process through the CPAC, located in Building 3980, across the street from the Heidelberg Shopping Center Complex.

_____ Ensure family members are not held at the CPF for an unreasonable amount of time while the sponsor performs initial in-processing.

_____ Provide family members the option of going to their temporary quarters as soon as possible.

_____ If the newcomer is driving, designate a meeting place and time (send map and detailed directions to the designated meeting place) This is applicable only if newcomers are coming from within Europe.

_____ Remind the newcomer of different power sources and the danger of plugging 110V devices into 220V outlets.

_____ Assist immediate family needs regarding delivery of hold baggage and household goods.

_____ Escort the newcomer to the Central Processing Facility (CPF), Room 180, and In-Processing Training Center (ITC) in Building #3850 at the Heidelberg Community Support Center, to conduct in-process.

_____ Assist in the arrangements for temporary lodging, first meals, and assistance with initial grocery shopping, as required.

_____ Provide orientation on nearest available military facilities.

_____ Inform the newcomer that ACS Welcome Center and Loan Closet are located in Room 170, Building #3850, Heidelberg Shopping Center.

_____ Military newcomers are required to complete the military sponsorship survey and turn into the SGM or XO. See Enclosure G

_____ Civilian personnel are required to complete sponsorship surveys and submit them back to CPAC. You will find an example at Enclosure E. Follow website links when you are ready to complete sponsorship survey. <https://www.civilian-sponsorship-survey.hqusareur.army.mil/>

_____ Be thoughtful and have some snacks available for that first day!

ENCL B

CHECKLIST FOR SPONSOR'S PERSONAL LETTER

- Be sincere and friendly. Make recommendations and keep a positive tone. Think of yourself in the newcomer's situation and provide the information you would need.
- Be concise and informative--tailor the letter to what your newcomer needs to know.
- Congratulate the newcomer on their assignment to your installation.
- Include your duty and home telephone numbers, as well as an e-mail address and fax numbers, if available. Your current personal mailing address should also be included.
- Tell newcomer a little about yourself and, if you are married, give spouse's name. Give names and ages of any children you have living with you.
- Tell newcomer to check the website link listed for Defense Dependents Schools and link to individual DODDS districts. <http://www.dodea.edu>
- Ask for any information that might have been missing from the newcomer questionnaire during initial contact.
- Encourage newcomer to call and/or write you.
- Suggest the newcomer to visit the <http://www.heidelberg.army.mil> to provide information that might assist in the relocation to the Heidelberg area.
- Civilians will in-process through the Civilian Personnel Advisory Center (CPAC), located in Building 3980, across the street from the Heidelberg Shopping Center Complex.
- Spouses seeking employment in both the appropriated and nonappropriated fund positions can check the Civilian Human Resources Agency, Europe Region, at (<http://www.chra.eur.army.mil/>).
- To assist with the relocation, military/civilian personnel will also attend an ACS Community Briefing (COB). This briefing is held at the In-Processing Training Center (ITC), Bldg. 3850, Heidelberg Shopping Center, from 1300 – 1530 every Monday, except U.S. holidays. Family members may also attend.
- Ask newcomer if there are any questions or special concerns that need your assistance. Offer to send additional information. Make sure you follow through with any requests for information or assistance.

- Housing will be a major concern. Since the newcomer cannot sign up on a housing list prior to arrival, adequate time to find temporary accommodations is imperative. Include housing information in the first information package. Volunteer to assist the newcomer with making an appropriate housing selection.
- Ask newcomers to keep you informed of any change of plans. Ask him/her to provide emergency family members to be contact in case of any emergency.
- Provide your duty and home and your mailing address so that the newcomer may easily contact you.
- For your convenience, a sample letter is at Enclosure D.

ENCL C

SAMPLE OF SPONSOR PERSONAL LETTER

Your Name
Your Address
APO AE 09063

Dear (name of newcomer):

Welcome to your new assignment at (Unit organization), the weather may be a little gray, but don't think that stops us from doing anything. There is something to suit every taste. I have been assigned as your sponsor to help your transition go as smoothly as possible.

The first order of business is to let you know where you can reach me during the next few months:

(Your Name (Rank)
Organization Name
Duty Phone
Home Phone
Cell Phone

(Insert a paragraph describing yourself---married, single, children (names & ages), how long you have stationed here, unit's mission, & work center.)

Now to business! Please contact the Relocation Assistance Manager at your installation Army Community Service Center to attend a pre-departure class. If you cannot attend the classes go this web link <http://www.dmdc.osd.mil/sites/owa/ShowPage?p=index>. The answers to most of your questions are in SITES. Here are some basics to get you started.

Making reservations for temporary lodging as soon as you receive orders is very important. When space is not available, the installation lodging office will provide information on where additional space (contract quarters) with good rates may be available. Quick links contains the web sites for temporary lodging reservations worldwide.

RESERVATIONS may be made sixty (60) days in advance for official TDY, thirty (30) days in advance for active duty transient personnel, twenty-one (21) days in advance for visitors, and seven (7) days in advance for other authorized personnel.

Heidelberg Army Lodging (Heidelberg Guesthouse) provides housing for all bachelors and senior noncommissioned officers along with housing for temporary duty personnel arriving in Heidelberg.

Heidelberg has a mandatory housing assignment policy that requires all military families to reside in government-controlled quarters.

Personnel in the pay grade of O-5 and above, WO-5, and E-9 are exempt from the mandatory housing policy. Most of the service members and families will be housed in government housing. If housing cannot be offered within 30 days, a non-availability statement will be issued. When a service member does receive a statement of non-availability, it is expected of him or her to aggressively seek housing].

In general, DOD civilian employees and DOD contractors will have to seek housing on the economy. Further, the Housing Office only offers assistance to DOD contractors on a space-available basis.

DOD civilians have to go through Heidelberg Housing Office before signing a rental agreement. The purpose of this review is to protect government employees from signing contracts that might obligate them to pay large sums of money at the end of the lease or upon PCS.

DOD contractors have to contact their companies for additional advice.

USAREUR Quality of Life Standards - The Heidelberg Housing Division has an aggressive renovation program to bring all government-controlled quarters in line with DA and USAREUR Quality of Life Standards by 2010.

These standards include private laundry facilities in each apartment, two (2) baths in 3- and 4-bedroom quarters, and 110-volt electrical outlets throughout.

There are 1,909 on-post quarters. Most apartments are in multi-unit buildings (stairwell); laundry and storage rooms are located in the basements. Most apartments do not have room for a kitchen table and are generally much smaller than CONUS housing. 280 units are located off-post. Senior officers have single family housing available.

Housing - Two (2) main housing areas are located in Heidelberg: , Mark Twain Village (MTV) and Patrick Henry Village (PHV). Both areas offer stairwell housing, with either four (4) to six (6) apartments in one stairwell.

Senior officer housing is on PHV.

Duplexes are available for CSMs and some SGMs on PHV.

Leased housing is located in various locations off-post. Soldiers are placed on the waiting lists upon arrival and are offered adequate housing in accordance with housing policies.

The electrical current is 220 volts (V) /50 Hertz (Hz) compared to 110 V/ 60 (Hz) in the U.S. (50 Hertz =50 cycles per minute). Some units have 110V / 50Hz voltages outlets. Electronic devices constructed for 110v/60Hz will not function properly with a transformer. Before packing your electronics to bring to Germany, check the data plate to ensure that the device is operable with 50Hz/60Hz. Typically, electronic devices with moving parts (motors, oscillators) constructed for 60HZ will either break or only function at reduced speeds (i.e. record players, tape decks, microwave ovens, etc.)

Water - Fluoride is added to the water used on post only. Germans do not add flouride. The water contains a lot of minerals in this region and is referred to as hard water. This condition is not a health risk and water is safe to drink. Deposits can easily be removed with a vinegar solution or commercial cleaning products.

If you are coming here to retire or have only a short time left in the service, be sure to contact the ACAP Manager at Heidelberg.

The weather is (describe). Somewhat (describe) in summer. The scenery is (describe—lots of hills, mountain etc.) and all types of cultural and other activities.

If this is your first time in Europe, then you probably have lots of questions and I have only touched on a few of them. Please don't hesitate to contact me per telephone, email, or drop me a letter so I can help. Also, the relocation office at your installation might prove to be of assistance to you. <http://www.dmdc.osd.mil/sites/owa/ShowPage?p=index>

Again, welcome to the USAREUR G4 staff. I look forward to meeting you.

Sincerely,

ENCL D

AEAGD

XXXMAY 05

MEMORANDUM FOR (NAME OF SPONSOR AND SECTION HE/SHE WORKS)

SUBJECT: Appointment as Sponsor

1. IAW AE Regulation 600-8-8, you are appointed as sponsor for the below listed civilian employee:

NAME:
GRADE:
OFFICIAL ADDRESS
CIVILIAN ADDRESS
TELEPHONE
EMAIL

2. You should make initial contact with the above employee within 72 hours of this notification via telephone or email.

3. You should write and mail an initial sponsorship letter within five (5) working days after the appointment date. Provide a copy of your letter to the supervisor (NAME) and keep the supervisor and CPAC informed of any change in reporting date.

4. You will attend sponsorship training on DATE/TIME at ACS office at the Heidelberg Shopping Complex.

5. Familiarize yourself with USAREUR Pamphlet 600-8-8, *How to Be a Good Sponsor*, which is attached.

6. You will follow instructions on the Sponsorship Plan of Action and return the document to me after the new employee completed in-processing.

SUPERVISOR SIGNATURE

ENCL F

MILITARY SPONSORSHIP PROGRAM SURVEY

Instructions: This survey must be completed by each Soldier during unit processing and reviewed by the unit commander or first sergeant. The survey will then be sent to the battalion sponsorship program manager for review and for use in improving the command sponsorship program. Surveys will be reviewed during command inspection program inspections. Battalions may make changes to this form to evaluate their own sponsorship programs.

Unit: _____ Arrival Date _____

Circle Y for Yes, N for No, or check the appropriate block. Do not answer questions that do not apply to you.

1. Before you left your last duty station:

- Y N Did you receive a pinpoint assignment? OR -
- Y N Did your orders assign you ONLY to the 64th Replacement Company with no follow-on assignment?
- Y N Did you access S-GATE? (Sponsorship Gateway to Europe) on the Internet?
- Y N Did you access the Standard Information Topic Exchange Service (SITES) database?
- Y N Were you appointed a sponsor?
- Y N Did you receive a welcome letter by regular or electronic mail?
- Y N Did your sponsor contact you?
- Y N Did your sponsor answer your questions?

2. On arrival in country:

- Y N Did you in process through the 64th Replacement Company in Frankfurt?
- How did you travel to your community? (check one below)

- ☐ Government bus (S-bus)
- ☐ Military no tactical vehicle
- ☐ Sponsor-used own vehicle (POV)
- ☐ Commercial transportation (bus, taxi, or train)

3. On arrival in your community:

- Y N Did your sponsor greet you?
- Y N Were your initial housing needs met?
- Y N Were arrangements for eating made?
- Y N If you had a pinpoint assignment, was it changed?
- If so, when did it change? (check one below)
- ☐ Before I left my last duty station.
- ☐ At the 64th Replacement Company in Frankfurt
- ☐ After arrival in community
- Y N Did it require relocation to a different community?
- Y N Did you have more than one sponsor?
- Y N Did your sponsor have more than one person to sponsor?
- Y N If the answer to the previous question was yes, did it adversely affect your sponsorship?
- Y N Were you required to work before completing inprocessing?
- Y N Was childcare available during inprocessing?
- Y N Was your sponsor available to you when needed?
- Y N Did your sponsor answer your questions?
- Y N Did your sponsor familiarize you with the community?
- Y N Have you been introduced to your chain of command?
- Y N What was your primary transportation during inprocessing?
- ☐ Sponsor provided
- ☐ Walked
- ☐ Shuttle bus
- ☐ My POV
- ☐ Rental car
- ☐ Non-tactical vehicle
- Y N Did your sponsor do a good job?
- Y N Would you recommend your sponsor be recognized for outstanding service as a sponsor? If so, explain why on the back of this survey. Be sure to include the name of your sponsor.

4. Additional comments:

ENCL G



USAREUR DEPUTY CHIEF OF STAFF, G4
IN PROCESSING

Name and Rank: _____ Division: _____

Sponsor's Name and Rank: _____

Branch Chief: _____

• **ASB Room 214, 2nd Floor, Bldg. 15, Campbell Barracks**

- | | |
|--|---|
| 1. ____ Establish folder for Soldier | 2. ____ File PDP Packet |
| 3. ____ Retain copy of assignment orders | 4. ____ Retain copy of ERB or ORB |
| 5. ____ Retain copy of APFT card | 6. ____ Retain copy of weapons card |
| 7. ____ Prepare duty memo | 8. ____ Retain copy of Family Care Plan |
| 9. ____ NEO briefing packet | 10. ____ Brief mail procedures |
| 11. ____ Brief publication request | 12. ____ Retain copy of DA Form 31 |
| 13. ____ Rations card | |

• **Chain of Command Briefings**

1. ____ G4 Newcomers Briefing
2. ____ Division Chief
3. ____ Branch Chief
4. ____ SGM (enlisted) or XO (officers)

• **Supply Room Room 416, Bldg. 15 Campbell Barracks – 370-7041**

1. ____ Request for supplies/equipment
2. ____ Request for IMPAC card purchase
3. ____ Equipment hand receipts
4. ____ Request for DPW work orders
5. ____ Request for office keys through your hand receipt representative

• **Security Manager Room 312, Bldg. 15 Campbell Barracks – 370-7125**

1. ____ Receive a security badge

• **Civilian Personnel Room 304 Bldg. 15 Campbell Barracks 370-7460**

- | | |
|--|---------------------------------|
| 1. ____ Retain copy of assignment orders | 2. ____ Obtain employee address |
| 3. ____ Emergency data form | 4. ____ Government Travel Card |

• **Automation Room 314 Bldg. 15 Campbell Barracks 370-6972**

1. ____ USAREUR automation certification
2. ____ Change of password
3. ____ Request for VTC support
4. ____ Request for automation support
5. ____ Request for telephones

ENCL H



USAREUR DEPUTY CHIEF OF STAFF, G4
OUT- PROCESSING

Name and Rank: _____ Division: _____

Sponsor's Name and Rank: _____

Branch Chief: _____

• **ASB Room 214, 2nd Floor, Bldg. 15, Campbell Barracks**

1. _____ Obtain copy of PCS orders from military personnel
2. _____ Process DA Form 31
3. _____ Process evaluation
3. _____ Process DA Form 638 (Award)
4. _____ Update personnel database
5. _____ Clear PERSTEMPO.

• **Command Group Office**

1. _____ Schedule award ceremony for the G4
2. _____ Collect 3X5 card three days prior to award ceremony from divisional secretary
3. _____ G4 secretary will send email announcing the award ceremony.

- **Administration Assistants**

1. _____ Submit military evaluations to ASB for processing.
2. _____ Submitting DA Form 638 (Award) to ASB for processing.
3. _____ Prepare and turn-in 3X5 cards of outgoing personnel to the G4 secretary three days prior to scheduled ceremony.

- **Supply Room Room 416, Bldg. 15 Campbell Barracks – 370-7041**

1. _____ Ensure hand receipt holders clear hand receipt
2. _____ Ensure office keys are turned in to the hand receipt holder

- **Security Manager Room 312, Bldg. 15 Campbell Barracks – 370-7125**

1. _____ Turn in security badge
2. _____ Update security database

- **Civilian Personnel Room 304 Bldg. 15 Campbell Barracks 370-7460**

1. _____ Process civilian evaluation
3. _____ Process civilian award
4. _____ Clear Government Travel Card
5. _____ Update personnel database

- **Automation Room 314 Bldg. 15 Campbell Barracks 370-6972**

1. _____ Clear computer account
2. _____ Turned in loaned equipment

ENCL H

Civilian Sponsorship Survey

EMPLOYEE
NAME (Optional):

ORGANIZATION:

DATE OF
ARRIVAL:

PAY PLAN:

GRADE:

ACCOMPANIED: ☐ UNACCOMPANIED: ☐

INSTRUCTIONS: This survey will be used to assess the effectiveness of the local Sponsorship Program. Please select the most appropriate answer for each question.

1. How long after you were selected/appointed did your sponsor contact you?

- ☐ a. Within a week.
- ☐ b. Within 1 month.
- ☐ c. Within 2 months.
- ☐ d. Sponsor did not contact me.
- ☐ e. I contacted the unit first.

2. Did you receive a welcome letter from your organization?

- ☐ Yes
- ☐ No

3. How well did your sponsor answer requests for further information?

- ☐ Excellent
- ☐ Satisfactory
- ☐ No Help

4. How well was your sponsor available to assist you?

- ☐ Excellent
- ☐ Satisfactory
- ☐ No Help

5. Did your sponsor arrange for temporary billeting prior to your arrival?

- ☐ Yes
- ☐ No

6. Was your sponsor well informed and trained?

- ☐ Yes
- ☐ No

7. Was your sponsor allowed adequate duty hour time to perform duties as sponsor?

- ☐ Yes
- ☐ No

8. What impression did your sponsorship experience give you of the new organization?

- ☐ Excellent
- ☐ Satisfactory
- ☐ No Help

9. Was your sponsor serving as someone else's sponsor at the same time?

- ☐ Yes
- ☐ No

10. Did your sponsor arrange for your travel from the airport to your duty station?

- ☐ Yes
- ☐ No

11. How would you rate your sponsor overall (please explain in the Remarks section)?

- ☐ Excellent
- ☐ Satisfactory
- ☐ No Help

12. Overall, how do you rate your sponsorship experience?

- ☒ Excellent
- ☐ Satisfactory



ENCL I